SPECIAL EDUCATION IN INFINITE CAMPUS

SY 2009-2010

Interchange

Class Rosters
What do I do to be able to see a student's IEP?

PATH: Special Ed | Team Members Tab

Team Members

- Teacher must be listed as a Team Member on student's Special Education Record

Fetch Classroom Teachers

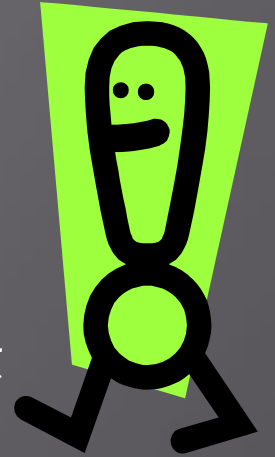- Use 'Fetch Classroom Teachers' functionality (this will pull all teachers from student's current schedule)

Class Rosters
(Continued)

- *Teacher Role* should be 'Read-only' (this will allow teacher to view IEP but not edit IEP

- *Start* and *End Dates* are populated based on student's schedule

What else?

Path: Special Ed | Documents Tab

▫ Student's IEP must be active and current

▫ Cannot have overlapping IEPs

▫ Don't want to see those *RED exclamations* on the Documents Tab

If all steps are followed, the student will have a document icon on the roster; double clicking will open the IEP in a read-only format

Caseload Summary Report

PATH: Student Information | Special Ed | Reports | Caseload Summary Report

▸ Use this report to have Caseload Managers review student records for *IDEA December 1 Child Count*

▸ This report provides managers with a list of students they serve, the student's disability, setting, plan start/end dates of IEP and Re-evaluation due date.

NOTE: **KYIEP** must be locked for student to appear on report

Addendum to IEP (new copy feature)

- ..\My Documents\Standards and Instructions\AddedumToIEPProcess.pdf

Verifying
IDEA December 1 Child Count

- Student must have Active or Active/ Referred as Special Ed Status on the KY IEP plan, Enrollment Status editor

- Student must have a disability and age appropriate setting selected on the KYIEP plan, Enrollment Status editor

- Student must have a current KYIEP start date prior to 12/1/09 (annual review is due!)

Verifying
(continued)

▸ Student must have current KYESR Eligibility Determination Date must be after 12/1/06 (re-evaluation is due!)

▸ Student cannot have 9th birthday before December 1st and have a disability of Developmental Delay (re-evaluation is due!)

▸ Both current KYESR and KYIEPs must be LOCKED

Students on Report, but shouldn't be…Check this…

- Student has been dismissed from special education and still attends regular classes in your district, make sure the IEP has an Inactive status on Enrollment Status editor and the IEP has been end dated.

- Student no longer in your school district, they must be withdrawn from school with a valid withdrawal code.

Students not on report, but should be...check this...

- Make sure student's status on KYIEP | Enrollment Status editor is Active or Active/Referred

- Make sure student's KYIEP is not due for annual review

- Make sure KYESR has a valid Eligibility Determination date

- Make sure setting is age appropriate

Errors…YIKES!!!

- Placement category is not age appropriate

  - Unlock, open KYIEP, go to Enrollment Status Editor, select setting based on student's age as of December 1 this year.

- KYIEP begin date on or before December 1 last year

  - KYIEP Start date is 12/1/08 or before – Annual review is due

  - If IEP start date is not after 12/1/08, check Enrollment Status editor and make sure Active or Active/Referred is selected

  - Overlapping IEPs…must be fixed!

Overlapping IEPS

- Current IEP start date begins before previous IEP end date, must do the following:

  - Unlock current IEP change start date to one day after previous IEP; change start dates of any services attached to the plan
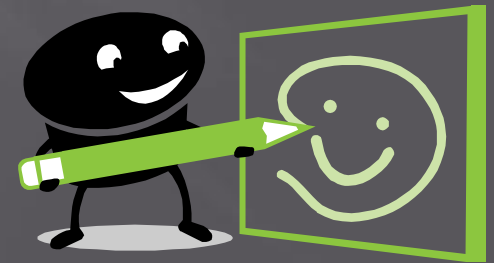
  OR

  - Unlock previous IEP, change end date to one day less start date of current IEP; change end dates of any services attached to the plan

  Save and lock plans before moving on!

More errors...

- Re-evaluation due on or before November 30 this year

  - If eligibility determination date is on or before 11/30/06, re-evaluation is due

  - Verify that the eligibility determination date is not empty

  - Verify that student does not have disability of Developmental Delay and will have 9th birthday before 11/30/09.

Required forms for Special Education

- Referral
- Eligibility Determination Form
- KYESR
  - Evaluation Header editor
    - Eval Date
    - Eligibility Determination Date
- KYIEP
  - All editors must now be completed on students
- Conference Summary

Questions

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